



# NEVADA DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> St  
Sparks Nevada 89431  
(775) 353-3773



## Organic Certification Program PRODUCER APPLICATION

This application should be completed by the person applying for initial certification to produce, or produce and process, their own crops in Nevada. Producers/Handlers must also complete a Handler Application. Some farms or ranches may be exempt from the requirement to obtain organic certification. See page 16 for more information. You may obtain a copy of the National Organic Program standards (CFR 205) through the USDA website: [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop) or by calling the Nevada Department of Agriculture office in Reno, 775-353-3773.

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### BUSINESS INFORMATION

Date: \_\_\_\_\_

(Where appropriate, list all corporate officers and offices, partners, etc. Attach additional pages if necessary.)

Producer or Producers (list all) \_\_\_\_\_

Business / Farm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security or Tax ID # \_\_\_\_\_

Legal status:

☐ Sole proprietorship ☐ Corporation ☐ Trust or non-profit ☐ Cooperative ☐ Legal partnership ☐ Other

Farm Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Person responsible for day to day activities on farm or facility: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you have a copy of the National Organic Program Standards (Federal rule)? ☐ Yes ☐ No

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### CERTIFICATION FEES.

The organic certification fee consists of three parts: (1) the application fee, (2) the annual gross sales fee, and (3) the inspection fee. You will submit the application fee and the gross sales fee with this application. The application fee is non-refundable. The gross sales fee is refundable should you decide to withdraw your application. The inspection fee will be billed to you following the inspection of your farm or facility.

Under the National Organic Program (7CFR Part 205) businesses with annual gross sales of organic products of \$5,000.00 or less are exempt from the requirement to certify. See page 20 of this application for details. Even if you qualify for the exemption, you can still apply for certification if you choose.

**Calculate YOUR Organic Certification Fee:** Total the amounts from (1) and (2) below. *Applications received without the necessary fees will be returned.* The inspection fee (3) will be billed to you after the annual inspection.

**(1) Application fee**

- ☐ New Certified Producer .....\$ 150.00
- ☐ New Producer/Handler (pay only one fee) .....\$ 150.00

**(1) Application Fee** \$ \_\_\_\_\_

**(2) Estimated annual gross income (products or services) of organic products:**

<i>Gross Income</i>	<i>Amount</i>
\$0 to \$ 5,000.00	\$150.00
\$5,001.00 to \$10,000.00	\$175.00
\$ 10,001.00 to \$ 15,000.00	\$250.00
\$ 15,001.00 to \$ 20,000.00	\$275.00
\$ 20,001.00 to \$ 25,000.00	\$300.00
\$ 25,000.00 to \$ 30,000.00	\$325.00
\$ 30,001.00 to \$ 35,000.00	\$350.00
\$ 35,001.00 to \$ 50,000.00	\$375.00
\$ 50,001.00 to \$ 75,000.00	\$450.00
\$ 75,001.00 to \$ 100,000.00	\$550.00
\$ 100,001.00 to \$ 150,000.00	\$600.00
\$ 150,001.00 to \$ 200,000.00	\$700.00
\$ 200,001.00 to \$ 250,000.00	\$850.00
\$ 250,001.00 to \$ 350,000.00	\$1,250.00
\$ 350,001.00 to \$ 500,000.00	\$1,750.00
\$ 500,001.00 to \$ 1,000,000.00	\$3,500.00

**(2) Gross Income Fee** \$ \_\_\_\_\_

**Total of (1) and (2). Submit this amount with your application.....** \$ \_\_\_\_\_

*\*Note: Gross sales amounts are subject to verification during annual inspection.*

**(3) Inspection fee**

The inspection fee includes mileage charges and time calculated from the inspector's departure from the NDA office until the inspection is completed and the inspector returns to the NDA office. The fee is \$65.00 per hour, and the current mileage rate is \$.55/mile. The inspection fee will be billed to you after the inspection occurs. An estimate of the inspection cost will be mailed to you once your application has been processed and approved. Please contact the Department with questions regarding inspection billing, and refer to the USDA National Organic Program Handbook for information related to preparing for the inspection.

**Change Your Mind?** *If you wish to withdraw your application for certification once it has been submitted to the Department you must notify the Department in writing prior to the on-site inspection taking place or you will be charged an inspection fee of \$65.00 per hour plus mileage to and from the inspector's assigned office . If you change your mind, the gross sales fee will be returned to you.*

***The application fee is not refundable***

**Certification Classification:** You may certify in more than one classification and pay only one fee

☐ Organic fields

☐ Organic greenhouse\*

☐ Organic/conventional fields

☐ Organic/conventional greenhouse

\* Greenhouse refers to any structure that may be fully or partially enclosed used for the propagation, cultivation, or protection of crops.

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**PREVIOUS OR CONCURRENT ORGANIC CERTIFICATION**

I. Does a certifying agent other than the Department currently certify you?

☐ Yes

☐ No

If yes, please complete the following information:

Certifying Agent: \_\_\_\_\_

Address of Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

When did this agent perform the last on-farm inspection? \_\_\_\_\_

Under which categories are you certified? \_\_\_\_\_

II. List names of any organic certifying agents to which application for certification has previously been made (use reverse if necessary). \_\_\_\_\_

Have you ever been issued a notice of non-compliance or notice of denial of organic certification by a certifying agent other than the Department? ☐ No ☐ Yes.

If yes, explain. Attach all documents that relate to the non-compliance or notice of denial including a full description of the actions taken, with supporting documentation, to correct the non-compliance noted in the notice of non-compliance. \_\_\_\_\_

**MARKETING OF YOUR ORGANIC PRODUCTS**

Please describe how you plan to market your product(s).

\_\_\_\_ On farm

\_\_\_\_ To restaurants

\_\_\_\_ Cooperative

\_\_\_\_ Farmer Markets

\_\_\_\_ To retail stores

\_\_\_\_ CSA

\_\_\_\_ Wholesale / brokers

\_\_\_\_ Other. Please describe. \_\_\_\_\_

Do you plan to use the USDA seal on product labels or marketing information? ☐ Yes

☐ No

Do you plan to use the Nevada Department of Agriculture certified organic seal on product labels or marketing information?

☐ Yes

☐ No

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**The information provided on the following pages is divided into two parts: Part One - History and General Information about the Land to be Certified, and Part Two - an "Organic System Plan". Please fill out this questionnaire in full. Use additional sheets if necessary. Filling out this questionnaire in full will satisfy the requirement that you must submit an Organic System Plan for certification. Your application for certification will be evaluated on the basis of the completeness of the information you provide.**

**If you have questions about this application, please call the Nevada Department of Agriculture organic program staff at: 775-353-3773.**

## PART ONE: HISTORY OF THE LAND TO BE CERTIFIED (NOP 205.202)

### A. Site Information (in acres or square feet):

Total site area \_\_\_\_\_ How much area in production now? \_\_\_\_\_

Total area to be certified organic \_\_\_\_\_ Total area to remain in conventional production \_\_\_\_\_

Do you own all of the land you intend to certify? ☐ Yes ☐ No

The land is ☐ leased ☐ rented ☐ own part, lease or rent part

Have you managed all areas to be certified for 3 or more years? ☐ Yes ☐ No

**If no**, you must submit signed statements from the previous manager(s) stating the use and all inputs applied during the previous three years on all newly rented/leased or purchased fields.

Are all fields requested for certification located at the same main address as shown on page one of this application? ☐ Yes ☐ No

Complete the following information for the main farm or ranch address and/or each parcel that is in a separate location from the main farm or ranch.

Parcel address or legal description	Number of Acres (O)organic or (C) conventional		Rented (R) or owned (O)

### B. Maps and Land History.

**You must submit the following with your application:**

#### Y Location of Land to be Certified

You must attach a map that is accurate enough to locate the land to be certified from the nearest town. Label roads, highway, intersection, buildings, etc. Include mileage from nearest town or other commonly recognizable landmark. Maps may be from any source and may be hand-drawn, printed or computer generated. If multiple sites are to be certified and they are non-contiguous, you must include a complete map for each site.

#### Y Land History

In this application you will be asked to present a history of the land to be certified, listing materials that have been applied to that land, what crops have been grown, etc. If you have recently purchased land for which you have not been responsible for three years prior to this application, or if you are leasing or renting land for which you have not been responsible for three years prior to this application, signed statements from the previous manager stating the use and all inputs applied during the previous three years on all newly rented/leased or purchased fields must be submitted with this application.

YComplete a *general* farm map showing the location of each field unit and/or greenhouse. Number or name each field unit and/or greenhouse. Show buildings, irrigation sources, roads, easements, fences or other necessary markings to define distinct boundaries. Show all buffer zones and their distances. Include separate maps for non-contiguous sites. Maps may be computer generated, hand drawn, assessor's map, etc. Attach the map or maps to this application.

**The land to be certified is located in \_\_\_\_\_ County(ies)**

## B. Individual Field/Greenhouse Histories

### 1. History of Materials Applied to Each Field or Greenhouse Unit.

List a three year history of materials applied to each field or greenhouse unit to be certified. You may use the form below or your own form, making as many copies as necessary and provide all of the required information. Producers utilizing raised bed production systems do not need to fill out a separate form for each bed provided all beds are treated essentially the same.

☐ Field Unit # \_\_\_\_\_ or ☐ Greenhouse Unit # \_\_\_\_\_

List all materials (by general category) applied during each of the three years prior to date of application for certification. Include materials applied to fencing, trellis supports, greenhouse structures, rights of way, non-crop areas, etc.

Material (pesticides, fertilizers, seed, amendments, etc.)	Brand Name or Source	Where Applied (field number, non-crop area, stack yard, greenhouse #, etc.)	Year Applied

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## 2. Cropping History of Each Field or Greenhouse Unit

Complete a three year cropping history of all fields or greenhouses to be certified. You may use your own form or use this one, making as many copies as necessary. Make sure all of the required information is included. Producers utilizing raised bed production systems do not need to fill out a separate form for each bed provided all beds are treated essentially the same.

☐ Field Unit # \_\_\_\_\_ or ☐ Greenhouse # \_\_\_\_\_

Check the answer(s) which generally describe the previous use of the farm or field to be certified.

- ☐ native vegetation/grasses & forages/forest
- ☐ improved pasture
- ☐ no previous history of agriculture use
- ☐ previous history of organic production
- ☐ previous history of agriculture use with no applications of prohibited materials
- ☐ previous history of agriculture use with prohibited materials (listed in previous section.)
- ☐ lawn/turf
- ☐ vacant lot/unmanaged farm or field
- ☐ unknown use of land
- ☐ previously used greenhouse for organic production
- ☐ used greenhouse with no use of prohibited materials
- ☐ used greenhouse with use of prohibited materials (Listed in previous section.)
- ☐ new greenhouse

Describe in detail

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**Lists crops and/or cover crops grown in this field/greenhouse during the previous three years.**

Year	Crop or crops	If seed was used, was it treated with a pesticide, or an inoculant? Y/N	List treatment material

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### 3a. General Information for Each Field Unit.

Provide the following information for each field. For certification of greenhouse units, use greenhouse unit information forms **3b** beginning on page 8. Copy this form if necessary for multiple fields. Producers using raised bed production systems do not need to fill out a separate form for each bed provided all beds are treated essentially the same.

Field Unit Number: \_\_\_\_\_ (as indicated on general farm map)

#### Field Unit Production System:

- ☐ row crops (i.e., vegetables)                      ☐ broadcast/solid planted crops (i.e., wheat, alfalfa, vetch)  
☐ perennial crops (i.e., fruit trees, berries)    ☐ raised beds (i.e., herbs vegetables)  
☐ garden plots (i.e., herbs, vegetables)        ☐ other (describe) \_\_\_\_\_

#### Irrigation System (if applicable):

Total area irrigated: \_\_\_\_\_ Total area non-irrigated: \_\_\_\_\_

Type of irrigation source (check all that apply)

- ☐ shallow well    ☐ deep well    ☐ river/canal    ☐ pond        ☐ community source    ☐ irrigation district

Type of irrigation systems

- ☐ sprinkler (low volume, energy efficient systems, i.e., LEPA, micro sprinkler) ☐ sprinkler (conventional)  
☐ drip irrigation                      ☐ furrow (surge units/controlled flow)                      ☐ furrow (open-ended)  
☐ flood                                      ☐ garden hose/sprinkler                                      ☐ other \_\_\_\_\_

#### Buffer Zone Information: Distance from this field to land to or on which prohibited materials are or may be applied.

Buffer Zones	Buffer zone distances	Are crops grown in designated buffer zone area?	Describe buffer zone area and danger/risk of potential contamination .	List any crops grown in designated buffer zone area.
Side One (North)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Side Two (South)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Side Three (East)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Side Four (West)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Side (Other)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Side (Other)	<input type="checkbox"/> 25 Ft. or less <input type="checkbox"/> 25 - 50 ft. or more <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		

Is this field adjacent to rights-of-way, irrigation canal systems, etc. that are maintained by public agency(s) or irrigation districts? ☐ Yes ☐ No

If “Yes”, please list the agency(s) \_\_\_\_\_

**3b. Greenhouse Production Area History.** If you do not have greenhouses or do not intend to certify greenhouses that you do have, skip to “Part 2 Organic Systems Plan” (page 9 ).

Greenhouse Number or Name: \_\_\_\_\_ (as indicated on your general farm map)

Is this greenhouse used to produce both organic and conventional products? ☐ Yes ☐ No

**Greenhouse-production system:**

- ☐ in-ground (soil) ☐ raised beds ☐ soil filled benches ☐ lined benches ☐ containers/pots  
☐ plastic/paper bags ☐ suspended containers/pots ☐ plastic covered floor ☐ hydroponics  
☐ other (describe) \_\_\_\_\_

**Greenhouse production building type:**

- ☐ individual greenhouse unit ☐ gutter-connected greenhouse units ☐ partitioned greenhouse units  
☐ enclosed building ☐ enclosed individual room ☐ other (describe) \_\_\_\_\_

**Greenhouse- production area size (in feet)**

length \_\_\_\_\_ width \_\_\_\_\_ number of sections \_\_\_\_\_ total square feet \_\_\_\_\_

**Check type of greenhouse production construction:**

Covering

- ☐ glass ☐ plastic/fiberglass ☐ polyethylene ☐ wire screen ☐ shade cloth  
☐ wood or plastic lathe ☐ wallboard/paneling/wood covering ☐ none  
☐ other (describe) \_\_\_\_\_

Framing

- ☐ wood ☐ metal ☐ plastic ☐ other (describe) \_\_\_\_\_

Flooring

- ☐ soil ☐ gravel ☐ wood ☐ concrete ☐ other (describe) \_\_\_\_\_

Cooling system (i.e., water evaporative pads, air-cell, etc.)

- ☐ controls only unit to be certified ☐ controls multiple units ☐ other \_\_\_\_\_

Fans, heaters, air exchange systems

- ☐ controls only unit to be certified ☐ controls multiple units ☐ other \_\_\_\_\_

Irrigation watering systems

- ☐ supplies only unit to be certified ☐ supplies multiple units ☐ other \_\_\_\_\_

Do drainage, gutters, and /or water collection systems prevent contamination from run-off from other areas, buildings or additional greenhouses?

☐ Yes ☐ No

Are any prohibited materials applied within 50-feet of the greenhouse?

☐ Yes ☐ No

**PART TWO: ORGANIC SYSTEM PLAN:** The Organic System Plan includes the crops you intend to grow this season, pest management strategies, fertilization and crop rotation plans, recordkeeping, harvest and handling, equipment owned and/or rented or leased, and sales. The Organic System Plan is required by the National Organic Program.

**STOP!**

Before going any further, read the following:

**Notes Regarding Propagation Materials:**

**Seed:** Seed must be organic unless it is “commercially unavailable”. Commercial availability can be defined in two ways: Is the seed variety you want to use available organically? Is the organic seed that is available in a form that you can use and in the quantity you need? Price cannot be used as a factor in justifying the use of non-organic seed. If an organic seed is not available in a variety equivalent to the one you want to grow, and if it is not available in the quantity (large/small) or form you need, you must write down your attempts to locate the organic seed. Use the attached form # ORG-221 “Non-Organic Seed”. Include the company you contacted, the date, and the seed you were looking for. This documentation is required to show a good faith effort on your part to locate organic seed. By “good faith effort” is meant at least three attempts have been made to locate the appropriate seed in an organic form.

*Seed treated with prohibited pest control products (insecticides, fungicides) or prohibited inoculants (those containing genetically modified ingredients, pesticides, etc.) cannot be used for organic production. There are no exceptions to this rule. Crops produced from this seed cannot be certified organic.*

**Annual seedlings:** Annual seedlings (transplants you purchase from someone else) must be certified organic. There are no exceptions. Onion plants are considered to be annual seedlings, not planting stock.

**Planting Stock:** Planting stock is defined as any plant or plant tissue other than annual seedlings but including rhizomes, shoots, leaf or stem cuttings, roots, or tubers used in plant production or propagation. Planting stock must be organic unless commercially unavailable. You must record your attempts to locate organic planting stock.

**OK! Now you may continue the application process.**

**A. Cropping Plan**

Please provide the required information below. **You must complete this form as accurately as possible, to the best of your knowledge at the time of this application.** Growers of a variety of crops must list **all** crops planned for the annual certification period. It is **not** necessary to list varieties (i.e., “carrots” is adequate; it is not necessary to list “Scarlet Nantes, Thumbelina, Babette”, etc.). Growers of tree or vine fruits, nuts or other perennial crops **must** list variety (i.e., “apples” is not adequate; you **must** list “Gala, MacIntosh, Golden Delicious” etc. Producers of container crops list estimated number and size of containers to be produced (i.e., 200 vegetable transplants, or 150 four inch pots) Use more than one page if necessary.

Field or Greenhouse #	Commodity or Cover Crop/Variety	Amount/Acreage/Sq.Ft./Linear feet	Harvest Season	Estimated Production	Organic (O)or Conventional (C)




- Will you grow your own transplants? ☐ Yes ☐ No
- Will you purchase transplants? ☐ Yes ☐ No
- If yes, will they be organically produced? ☐ Yes ☐ No
- Will you purchase soil mix for starting seedlings? ☐ Yes ☐ No

If you plan to blend your own soil mix, list the ingredients below, including fertilizers, mineral supplements, etc.

Product Name	Ingredients

**B. Record Keeping:** NOP 205.103 requires that records disclose all activities and transactions of the operation, be maintained for five years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be accessible to the inspector.

Have farm activity records including cultivation, hoeing, planting, and irrigation been maintained for the previous three-years prior to this application for organic certification? ☐ Yes ☐ No

Have records of purchases, types of materials and application of off-farm inputs (pesticides, fertilizers, manure, compost and other soil amendments )been maintained for the previous three-years prior to this application for organic certification? ☐ Yes ☐ No

Have records of the purchase of propagation materials including annual transplants, perennial transplants and seeds, and verification of organic certification or pesticide treatment of propagation materials been maintained for the previous three-years prior to this application for organic certification? ☐ Yes ☐ No

If any crops have been produced within the previous three-years are production (how much was harvested) records maintained? ☐ Yes ☐ No

If any crops have been produced within the previous three-years do you have sales records? ☐ Yes ☐ No

**C. Cover Crop and Crop Rotation.** The National Organic Program requires a crop rotation plan that maximizes soil organic matter content, prevents weeds, pest and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops, and catch crops.

Check the answer(s) which generally describe the cover crop and crop rotation system(s) you use or plan to use.

- ☐ Rotating annual crop (one crop per year) / cover crop
- ☐ Rotating multiple, seasonal crops / cover crop
- ☐ Continued cropping / no cover crop
- ☐ Continued cropping / no rotation
- ☐ Perennial crop / cover crop
- ☐ Perennial crop / no cover crop
- ☐ Orchard/vineyard / cover crop
- ☐ Orchard/vineyard / no cover crop

Generally describe a three-year projected rotation plan to be implemented in your management program.

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#### **D. Fertilization**

Please list all materials to be used in section F. Check all methods you plan to use this year in your annual farm plan:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> compost                                       | <input type="checkbox"/> uncomposted plant material     | <input type="checkbox"/> raw manure            | <input type="checkbox"/> composted manure |
| <input type="checkbox"/> green manure crops                            | <input type="checkbox"/> nitrogen-fixing (legume) crops | <input type="checkbox"/> cover and nurse crops |   |
| <input type="checkbox"/> soil amendments (i.e., lime, sulfur, gypsum)  | <input type="checkbox"/> micronutrients                 | <input type="checkbox"/> growth regulators     |   |
| <input type="checkbox"/> materials listed as allowed with restrictions | <input type="checkbox"/> Other _____                    |  |   |

#### ***Please review the following:***

**Compost Use:** The National Organic Program Rule (205.203(c)(2) requires that the composting process include a C:N ratio of between 25:1 and 40:1 and maintenance of temperature between 131 degrees F and 170 degrees F for a specific number of days, depending on the method of composting. Keep a compost production record to verify compliance. Review 205.203(c)(2) for more information.

**Manure Use:** NOP Rule 205.203(c)(1) requires that raw manure be fully composted unless applied to fields with crops not for human consumption or incorporated into the soil 120 days prior to harvest for crops whose edible portions has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

Will you keep records of materials used for fertility including the source of each material and where and when used?

☐ Yes ☐ No

Sampling for fertilization decisions will be based on the following schedule:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> specific crop sampling  | <input type="checkbox"/> seasonal field sampling | <input type="checkbox"/> annual field sampling |
| <input type="checkbox"/> periodic field sampling |  |  |

Fertility decisions will be based on sampling of:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> soil        | <input type="checkbox"/> crop tissue |
| <input type="checkbox"/> other _____ |                                      |

Indicate if compost and manure will be analyzed for nutrient content.

☐ Yes ☐ No

**E. Pest Management:** Producers must utilize crop rotation, sanitation measures, and crop selection to enhance crop health. Approved synthetic materials on the National List CFR 205.601 may only be used when management practices are insufficient to prevent or control problems. All insect, weed, and disease management inputs must be approved.

#### **Insect Pest Management:**

Please list all materials to be used in section F. Please check all methods you plan to use in your annual farm pest management plan:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> resistant varieties        | <input type="checkbox"/> crop rotation                      | <input type="checkbox"/> intercropping                    | <input type="checkbox"/> cultural controls |
| <input type="checkbox"/> plastic mulches/row covers | <input type="checkbox"/> mechanical controls                | <input type="checkbox"/> physical barriers                | <input type="checkbox"/> trap crops        |
| <input type="checkbox"/> pheromones                 | <input type="checkbox"/> beneficial insects                 | <input type="checkbox"/> microbial and viral insecticides |  |
| <input type="checkbox"/> soaps and/or oils          | <input type="checkbox"/> diatomaceous earth or rock powders | <input type="checkbox"/> botanical insecticides           |  |
| <input type="checkbox"/> other _____                |   |   |  |

Are records of materials used previously for pest control on file, including their source and where and when applied?

☐ Yes ☐ No

Do you plan to plant non-production areas or intercrop grasses, wildflowers, and legumes to establish a supplemental food source and habitat as a natural insectory for beneficial insects?

☐ Yes ☐ No

How often will you monitor crops for the presence of pests? ☐ Daily ☐ Weekly ☐ Monthly ☐ As needed

Describe monitoring practices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disease Pest Management:**

Please list all materials to be used in section F. Check all disease management methods you plan to use in your annual farm pest management program:

- ☐ resistant varieties      ☐ crop rotation      ☐ intercropping      ☐ cultural controls  
☐ herbal preparations      ☐ allowed fungicides      ☐ fungicides which are allowed with restrictions  
☐ other \_\_\_\_\_

Are records of materials used for disease control on file, including the source of the material and where and when applied?  
☐ Yes      ☐ No

Decisions to apply fungicides listed as allowed or allowed with restrictions, will be based on:

- ☐ historical disease occurrence      ☐ crop susceptibility      ☐ spray scheduling  
☐ presence of disease symptoms      ☐ evident crop loss      ☐ other \_\_\_\_\_

How often will you monitor crops for the presence of disease? ☐ Daily ☐ Weekly      ☐ Monthly      ☐ As needed  
Describe monitoring practices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Weed Pest Management:**

Please list all materials to be used in section F. Check all weed management methods you plan to use in your annual farm management program and three-year crop rotation plan:

- ☐ mulches/compost      ☐ cover crops      ☐ crop rotation      ☐ smother crops  
☐ undersown crops      ☐ intercropping      ☐ mowing/grazing      ☐ mechanical/hand tillage  
☐ cultural practices      ☐ plastic/paper mulches      ☐ weed oils/soaps      ☐ solarization      ☐ other \_\_\_\_\_

Are records of materials used previously for weed management on file, including the source of the material and where and when applied?  
☐ Yes      ☐ No

Check weed control methods you plan to use in non-production areas: (i.e., field borders, roads, ditches embankments, and fence lines)

- ☐ cultivation      ☐ mowing/grazing      ☐ permanent grasses or cover crops      ☐ weed oils/soaps      ☐ none  
☐ solarization      ☐ other \_\_\_\_\_

How often will you monitor crops for the presence of weeds? ☐ Daily ☐ Weekly      ☐ Monthly      ☐ As needed  
Describe monitoring practices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Please contact the Nevada Department of Agriculture for a list of federal and state noxious weeds. Fields infested with noxious weeds will not be certified with the Department's organic certification program.

**F. Input list:** List all fertility inputs, soil mix ingredients, pest and disease control products, water additives etc. that you plan to use on organic fields or greenhouses. Use additional sheets if necessary. All inputs used must be shown below. Have all labels and receipts available for the inspector during your annual inspection.

**NOTE:** If you have fields that are not being managed organically (conventional fields) you must also list below all products or materials used on those fields as well.

[illegible]


### **G. Harvest and Handling**

Check harvest and handling methods you plan to use:

- Harvest:      ☐ hand harvested                      ☐ mechanically harvested                      ☐ other \_\_\_\_\_
- Packing:      ☐ hand packed                      ☐ mechanical grading, sizing, packing
- Storage:      ☐ field storage (temporary)                      ☐ dry storage (bins, silos, storage rooms)                      ☐ aerated storage
- ☐ icing                      ☐ cold storage                      ☐ other \_\_\_\_\_

Check methods you plan to use for pest control in storage areas:

- ☐ sanitation      ☐ diatomaceous earth      ☐ Bacillus thuringiensis (Bt) and/or other biological controls
- ☐ carbon dioxide injection                      ☐ allowed botanical insecticides, fungicides, bactericides
- ☐ other \_\_\_\_\_

Will you harvest your own crops?

☐ Yes                      ☐ No

Will you hire custom harvesters?

☐ Yes                      ☐ No

If yes, have you discussed with them how to handle your crops to avoid contamination from prohibited materials or commingling with conventional crops?

☐ Yes                      ☐ No

Who will be responsible for arranging the transportation of your organic products?

☐ self      ☐ buyer

☐ other (specify)

What steps will be taken to protect the organic integrity of products during transport? ☐ dedicated to organic only

- ☐ inspecting transport units prior to loading      ☐ cleaning transport units prior to loading      ☐ use of "Clean Truck" Affidavits      ☐ letter/contract with transport company stating organic requirements      ☐ other (specify)

Do you plan to produce conventional (i.e., non-organic) crops?

☐ Yes                      ☐ No

If yes, will those conventional crops be: (check all appropriate boxes)

☐ identical or similar to organic crops

\_\_\_\_\_ in separate fields

\_\_\_\_\_ in the same field

\_\_\_\_\_ on different farms

☐ of different species than the organic crops

\_\_\_\_\_ in separate fields

\_\_\_\_\_ in the same field

\_\_\_\_\_ on different farms

If on different farm: Is the farm located outside of the state of Nevada? ☐ Yes, the state of \_\_\_\_\_

☐ No

Will separate records of harvest, packing and sales be maintained for organic and conventional crop production?

☐ Yes

☐ No

Will separate harvest, handling and storage facilities be used for conventional crops?

☐ Yes

☐ No

### **H. Equipment**

Check appropriate equipment to be used for cultivation, planting, harvesting and transportation

- ☐ cultivation or planting equipment (tractor towed or powered, i.e., plows, chisels, harrows, mowers-shredders)
- ☐ cultivation and/or planting equipment (self-powered, i.e., rotor tillers, hedgers, mowers-shredders)
- ☐ cultivation and/or planting equipment (manual, i.e., hoes, sickles, planters)
- ☐ harvesting equipment (powered, i.e., combines, strippers-pickers, diggers, brushers)

- ☐ hand harvesting equipment (harvesting aids, i.e., clippers, shears, shovels, sickles)
- ☐ packing, grading, sizing equipment
- ☐ transportation (trucks, movable bins, modules, trailers)

Will all equipment be cleaned and/or managed to prevent contamination of organic fields and crops as defined under USDA organic standards? ☐ Yes ☐ No

Describe the procedures to be used and method of documenting cleanout and/or management procedures: \_\_\_\_\_

Pesticide application equipment you plan to use: ☐ backpack or portable sprayer ☐ tractor-powered  
☐ self-powered ☐ hand held sprayer or duster

Will any prohibited materials be applied with this equipment? ☐ Yes ☐ No

Will you share or rent equipment? ☐ Yes ☐ No

What soil amendment/fertilizer application methods to you plan to use:

☐ spreader (tractor-powered) ☐ spreader (self-powered) ☐ spreader (hand, backpack)  
☐ Other \_\_\_\_\_

Will any prohibited materials be applied with this equipment? ☐ Yes ☐ No

Will all application equipment be cleaned and/or managed to prevent contamination of organic fields and crops? ☐ Yes ☐ No

Describe the procedures to be used and method of documenting cleanout and/or management procedures: \_\_\_\_\_

**I. Natural Resources:** NOP 205.200 and 205.203(a) require that production practices maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan.

#### Soil Conservation

Are current soil tests on file? ☐ Yes ☐ No

What soil conservation practices will you use? ☐ winter cover crops ☐ strip cropping ☐ undersowing/interplanting  
☐ windbreaks ☐ conservation tillage ☐ tree lines ☐ wildlife habitat (hedgerows, strips of native vegetation)  
☐ other (specify) \_\_\_\_\_

What soil erosion problems do you experience now? \_\_\_\_\_

Describe your efforts to minimize the soil erosion problems listed above. \_\_\_\_\_

#### Water Use

In what ways do you plan to use water in your operation? Check all that apply:

☐ irrigation ☐ livestock ☐ foliar sprays ☐ washing crops ☐ greenhouse ☐ other (specify) \_\_\_\_\_

What practices will you use to protect water quality?

☐ fencing livestock from waterways ☐ laser leveling ☐ drip irrigation ☐ micro-spray  
☐ scheduled irrigation to conserve its use ☐ other (specify) \_\_\_\_\_

Will you monitor water quality? ☐ Yes. Specify tests. \_\_\_\_\_ ☐ No

How often will you monitor water quality? ☐ weekly ☐ monthly ☐ annually ☐ as needed

Describe monitoring practices: \_\_\_\_\_

ISSUANCE OF CERTIFICATION REQUIRES AT LEAST ONE ON-SITE INSPECTION TO VERIFY COMPLIANCE WITH THE NATIONAL ORGANIC PROGRAM REQUIREMENTS.

An appointment will be scheduled following review of this application.

**Acceptance of this questionnaire by the Nevada Department of Agriculture in no way implies granting of certification to the applicant by the Department.**

Signature of Owner / Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Owner / Manager: \_\_\_\_\_

Have you enclosed the following?

- ☐ Application fee
- ☐ Application – completed and signed
- ☐ Maps of all parcels/fields (showing adjoining land use and field identification)
- ☐ Field history sheets
- ☐ Documentation for fields owned or rented for less than three years, if applicable
- ☐ Input product labels (if requested by Department)
- ☐ Organic product labels (if applicable)
  
- ☐ I have made copies of this application and other supporting documents for my own records.

**SUBMIT COMPLETED FORM, FEES AND SUPPORTING DOCUMENTS TO:**  
**Nevada Department of Agriculture / Attn: Organic Certification Program**  
**405 South 21<sup>st</sup> St**  
**Sparks NV 89431**



**NEVADA DEPARTMENT OF AGRICULTURE**  
**405 South 21<sup>st</sup> Street**  
**Sparks NV 89431**  
**(775) 353-3773**



**Organic Certification Program**  
**NON-ORGANIC SEED RECORD**

PRODUCER:	FARM / RANCH / BUSINESS NAME (IF DIFFERENT)
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The purpose of this form is to document your attempts to locate organic seed/planting stock. You are required to show a “good faith effort” to obtain organic seed/planting stock. **Therefore, the suppliers you contact should be those that have a reasonable expectation of handling the organic seed/planting stock you requested.**

List below the names and contact information of seed and/or planting stock suppliers you contacted regarding the availability of organic seeds or planting stock. Typically, a minimum of three vendors should be listed.

Consider this carefully: The failure to attempt to locate organic seed/planting stock could result in loss of certification if it is later found that the input is commercially available in organic form. Before purchasing or using non-organic seed/planting stock, contact the Department of Agriculture for information concerning sources of organic seed/planting stock.

<i>Complete this table for all non-organic seeds used or planned for use.</i>			<i>Attach additional sheets if needed.</i>	
SEED OR PLANTING STOCK TYPE	VARIETY	QUANTITY	REASON FOR EXEMPTION (ATTACH ADDITIONAL EXPLANATION IF NEEDED)	SUPPLIERS CONTACTED (LIST NUMBERS FROM REVERSE)
			<input type="checkbox"/> FORM <input type="checkbox"/> QUALITY <input type="checkbox"/> QUANTITY <input type="checkbox"/> OTHER (LIST) _____	
			<input type="checkbox"/> FORM <input type="checkbox"/> QUALITY <input type="checkbox"/> QUANTITY <input type="checkbox"/> OTHER (LIST) _____	
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			<input type="checkbox"/> FORM <input type="checkbox"/> QUALITY <input type="checkbox"/> QUANTITY <input type="checkbox"/> OTHER (LIST) _____	

**I certify that I have contacted the seed suppliers listed and found that the seed(s) and/or planting stock listed on this affidavit are not commercially available in an equivalent organically produced variety.**

**Signature of Applicant**

**Date**

<i>Attach additional sheets if needed.</i>			
<b>SUPPLIER NUMBER 1:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS
<b>SUPPLIER NUMBER 2:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS
<b>SUPPLIER NUMBER 3:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS
<b>SUPPLIER NUMBER 4:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS
<b>SUPPLIER NUMBER 5:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS
<b>SUPPLIER NUMBER 6:</b>			
BUSINESS NAME	CONTACT DATE	CONTACT PERSON	TELEPHONE
ADDRESS	CITY	STATE	EMAIL ADDRESS

**National Organic Program (NOP) rules require that all annual crops be grown from organic seeds or planting stock. Pertinent NOP rules include:**

**§ 205.204 Seeds and planting stock practice standard.** (a) The producer must use organically grown seeds, annual seedlings, and planting stock: Except, That, (1) Non-organically produced, untreated seeds and planting stock may be used to produce an organic crop when an equivalent organically produced variety is not commercially available, Except, that, organically produced seed must be used for the production of edible sprouts;

**§ 205.2 Terms defined.** Commercially available. The ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan.

**§ 205.103 Recordkeeping by certified operations.** (b) Such records must: (4) Be sufficient to demonstrate compliance with the Act and the regulations in this part

**PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR RECORDS**

Nevada Department of Agriculture  
Organic Certification Program

**Exemption from Certification for Growers, Handlers, Retail Stores**

Exemption from Certification for Growers

The National Organic Program exempts growers from organic certification if gross agricultural income from organic sales total \$5,000.00 or less annually. Any grower whose gross sales of organic agricultural products are more than \$5,000.00 in a year will have to be certified. However, there are some limits on where and how non-certified products can be marketed. Refer to the NOP standards [205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Reno, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop>

Exemption from Certification for Handlers

The National Organic Program exempts handling operations from organic certification if gross agricultural income from organic sales total \$5,000 or less annually. Any handling operation whose gross sales of organic agricultural products are more than \$5,000.00 in a year will have to be certified. However, there are some limits on where and how non-certified organic products can be marketed. A company can not process and label non-certified products as organic if they did not grow them. Refer to NOP standards 205.101(a), (c) and 205.310] to become more familiar with labeling and record keeping requirements of exempted and excluded operations. You can obtain a copy of the National Organic Program regulations by contacting the Nevada Department of Agriculture office in Reno, 775-353-3773 or by visiting the National Organic Program website: <http://www.ams.usda.gov/nop>

Exemption from Certification for Retail Stores

Generally, a retail store does not have to be certified. Retailers that process or repack agricultural products for sale as organic at one location and then transfer that product to another location must be certified. Retailers that process, package, repack, label, or re-label certified organic products for sale as “certified” organic must be certified.

**Questions? Please contact the Nevada Department of Agriculture office in Reno, 775-353-3773.**

## PLEASE KEEP THE FOLLOWING INFORMATION FOR YOUR RECORDS

Nevada Department of Agriculture  
Organic Certification

### **Notice of Applicant's Rights and Responsibilities**

#### Applicant's Rights

1. Provided that an application falls within the Nevada Department of Agriculture's area of accreditation, the application will be processed, to the extent of the Department's administrative capacity, without regard to the applicant's size or membership in any association or group [7CFR Part 205.501(a)(19)].
2. Applicant is not required to use the Nevada Department of Agriculture's organic certification seal, logo, and/or other identifying mark as a condition of certification [7 CFR Part 205.501(b)(1)].
3. Applicant has a right to obtain from certifying agent an estimated total cost of certification, and an estimate of the annual cost of updating the certification (e.g., fee schedule). The Department's fee schedule must explain what fee amounts are non-refundable and at what stage during the certification process fees becomes nonrefundable [7 CFR Part 205.642)].
4. Applicant may withdraw its application at any time. An applicant who withdraws its application shall be liable for the costs of services provided up to the time of withdrawal of its application. An applicant that voluntarily withdraws its application prior to the issuance of a notice of noncompliance will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdraws its application prior to the issuance of a notice of certification denial will not be issued a notice of certification denial [7 CFR Part 205.402(c)].
5. An applicant for certification who has received a written notification of noncompliance or a written notice of denial of certification may apply for certification again at any time with any certifying agent, in accordance with 7 CFR Part 205.401 and 205.405(e). The certifying agent must treat a new application for certification as a new application and begin a new application process pursuant to 7 CFR Part 205.402.
6. **Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation, or suspended or revoked by the Nevada Department of Agriculture or the NOP [7 CFR Part 205.404(c)].**

#### Applicant's Responsibilities

1. Applicant is required to comply with all applicable provisions of the Organic Foods Production Act of 1990 (Act) as amended [7 U.S.C. 6501 et seq.], including requirements of the Nevada Department of Agriculture and National Organic Program regulations.
2. Applicant must establish and implement (and thereafter annually update) an organic production or handling plan, as described in 7 CFR 205.200.
3. Applicant must permit onsite inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices by the Nevada Department of Agriculture, as provided for in 7 CFR 205.403.
4. Applicant must maintain all records applicable to the organic operation for not less than five (5) years beyond their creation and allow authorized representatives of the USDA Secretary and the Nevada Department of Agriculture to access such records during normal business hours for review and copying to determine compliance with the Act [7 CFR Part 205.400(d)].
5. Applicant must submit the applicable fees charged by the Nevada Department of Agriculture. The applicant is required by the Nevada Department of Agriculture to pay at the time of application a nonrefundable fee that shall be applied to the total certification fee.
6. Applicant must immediately notify the Nevada Department of Agriculture of any (1) application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation, and (2) change in a certified operation or any portion of a certified operation, that may affect its compliance with the Act and NOP regulations [205.400(e)].

7. When an applicant who has previously received written notification of noncompliance or written notice of denial of certification subsequently submits a new application to a certifying agent other than the agent who issued the notification of noncompliance or notice of denial of certification, the applicant to certification must include a copy of the notification of noncompliance or notice of denial of certification and a description of the actions taken, with supporting documentation, to correct the noncompliances noted in the notification of noncompliance.

8. If the Nevada Department of Agriculture has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented the applicant's operation or its compliance with the NOP certification requirements, the Nevada Department of Agriculture may deny certification without first issuing a notification of noncompliance [7 CFR Part 205.405(g)].

The preceding applicant rights and responsibilities do not constitute all of an applicant's rights and responsibilities under the NOP. For example, an applicant's rights and responsibilities with respect to an onsite inspection are set out in the Nevada Department of Agriculture's "Onsite Inspection Standards and Procedures", available upon request, and provided to an applicant prior to an onsite inspection.